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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

17 February 1953

SUBJECT: CIA Correspondence System  
Forms Control Program  
Printing Advisory Staff

1. The functions listed below have been transferred from the Organization and Methods Service, Office of the Comptroller, to the Record Services Division, General Services Office:

a. The development and maintenance of a standard Agency correspondence system.

b. The Forms Control Program as prescribed in CIA

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2. There has been established in the General Services Office a Printing Advisory Staff with the following functions:

a. To provide technical guidance to all Agency components on such matters as format, size, and method of printing or reproduction of publications, and

b. to review distribution requirements and advise initiating components thereon in order to insure efficiency and economical use of the Agency facilities involved.

FOR THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 3

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